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(10)

GENERAL AND REVENUE SECRETARIAT.

1908-09
(Gen Mis)

File No. 29

Serial Nos. 1 to 2

Papers Filed.

Month July 08.

SUBJECT.

Revised instructions and Rules for the execution of Litho or Photo work by the Map publication office Survey of India

PREVIOUS REFERENCES.	LATER REFERENCES.
	G.M 295 – 13
	Sl No. 1-4 A & 6-31

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GENERAL AND REVENUE SECRETARIAT

(Gen. Mis.)

NOTES.

File No. 29-08

FILE HEADING.

Revised Instructions and Rules for the Execution of Litho or Photo work by the Map publication office, Survey of India

From

The F. A. Resident in Mysore

No. 3506 Dated 6-7-08 Received 7-7-08.

Diary No. 109 | Enclos. / | Spare Copies | Serial No. /

BRIEF ABSTRACT OF LETTER.

Forwards for information, a copy of the revised instructions and rules for the execution of Litho or Photo work by the Map publication office, Survey of India

NOTES AND ORDERS.

A copy of the revised Instructions & rules may be forwarded to (1) the Supdt, Rev Survey, (2) the Supdt., Govt Press, (3) the Secretary to Govt. D. P. W. & (4) the Offices in

NOTES—First sheet

GPB—30,000—3-4-07.

G. R. S. 12]
General and Revenue Secretariat.

G. M. File No. 29 of 1908-09

D 107

Serial No.

Charge of Archaeological Researches in Mysore - Draft is accordingly submitted

V.S.M.
8-7-08

Issue 9/7/08

Supdt. Govt. Press, Secy. P.W.D. Officer in ch. of Archaeology.

2 To the Supdt. Rev. Survey. No. G. 413-6 dg 20.7.08

Forwards for information a copy of the revised instructions and Rules for the execution of litho or photo work by the Map publication Office, Survey of India.

File 23.7.08

NOTE—Contn sheet.

GPB—50 000—17-3-07

V 417

Pol 25

97-7-08

D. 109

No. 3506 Revenue

FROM

F. P. RENNIE, Esq., I. C. S.,
FIRST ASSISTANT TO THE RESIDENT IN MYSORE.

G M F. 29-08-1

To

The Dewan of Mysore.

Dated Bangalore, 6th July *1908.*

SIR,

I am directed to forward, for the information of the Government of His Highness the Maharaja of Mysore, a copy of the revised instructions and rules for the execution of Litho or Photo work by the Map Publication Office, Survey of India.

I have the honour to be,

S i r,

Your most obedient servant,

F P Rennie

First Assistant Resident.

S.I.

MA

Survey of India.

RULES FOR THE EXECUTION OF LITHOGRAPHIC OR PHOTOGRAPHIC WORK ON THE PUBLIC SERVICE, OR ON PAYMENT.

1. The Photographic and Lithographic Office at Calcutta will undertake to reproduce maps, plans and drawings for other departments of the public service, when the work can be undertaken without detriment to their own proper departmental work. Payment for work on the public service will be by book-debit.

2. Work can also be undertaken for quasi-official bodies such as Municipalities, Port Trusts, &c., but such work must be paid for in cash. Work for private individuals will not as a rule be accepted.

3. The draftsmen and litho. draftsmen of the department are very fully employed on departmental work. It is, therefore, very rarely possible to undertake maps which have to be re-drawn on stone or paper before they can be reproduced. On the other hand if line drawings *All in Black with No Colour Washes* are sent for reproduction they can usually be accepted, and the work completed within a reasonable time.

4. Line drawings without colour, can be reproduced by two methods—

1. Heliozincography.
2. The Vandyke or direct zinc printing process.

In the first process the drawing is photographed and can thus be reproduced to any required scale. The results are superior to those obtained from the second process, unless the drawing is very good. On the other hand the vandyke process is much quicker and cheaper, and is eminently suited to the reproduction of many maps and plans. Instructions for the preparation of drawings are given on page 4.

5. Photographs, wash drawings, paintings, &c., can be reproduced either by the photogravure process, or from half-tone blocks. If large numbers are required the half-tone process is preferable as the printing of photogravure plates is slow and expensive. For certain subjects the photogravure prints are superior. For either process it is desirable that the negative and not only a print should be sent.

6. All applications for reproduction work should be addressed to the Superintendent of Map Publication,

13, Wood Street,
Calcutta.

All necessary information should be given as to the scale of reproduction, number of copies required, quality and size of paper, mode of transit and address to which proofs and printed copies should be sent, &c.

7. It is necessary to emphasize the fact that corrections at proof stage often give more trouble than the production of the proof itself. Great care should, therefore, be taken to see that original drawings are correct. Drawings reproduced by the vandyke process can not fail to be exact reproductions of the original. Unless therefore a very large number of copies are required it is not usual to send proofs.

8. It is laid down in Para. 3 that all drawings should be in black only, and this holds good *even though the final map is required to be partially in colour*. In such cases the colour required should be indicated on a proof of the original drawing and from this colour pattern the necessary colour plates would be prepared.

9. Every extra colour employed on a map involves considerable extra labour and expense. It is well therefore to reduce the colours used to a minimum, and to consult the Superintendent, Map Publication Office at Calcutta before preparing elaborate maps in many colours. The Superintendent, Map Publication Office is always ready to advise as to the preparation of maps, and much trouble and subsequent disappointment may be saved by consulting him in the early stage of the preparation of a map. For instance it often happens that a map is completely re-drawn when it could have been based on some Survey of India map of which the plate already existed.

10. It must be clearly understood that the Surveyor General reserves the right to refuse any work which can not be undertaken without delaying the work of his own department. As already pointed out however it is hoped that it will seldom be necessary to refuse work which has been drawn so that it can be reproduced by heliozincography or by the vandyke process.

11. The limits in size to which a map or drawing can be reproduced are as follows:—

by Heliozincography	- -	$40'' \times 26''$
by Vandyke process	- -	$40'' \times 27''$ (in certain special case, $44'' \times 30''$)
by Lithography	- -	$44'' \times 30''$

If maps are larger than this they must be done in two sheets.

These limits include all margins and references.

12. To enable the indenting officers to know the approximate cost of work, the average ordinary price charged is given in the annexed list.

13. These instructions apply to maps or plans which have to be specially prepared. The maps published by the Survey of India are given in their catalogue, which can be obtained from any of the agents for the sale of departmental maps. All applications for such published maps should be addressed to one of these Agents or to the Assistant Surveyor General in charge of the Map Record and Issue Office, Calcutta. Agents will supply maps on cash payment only and not on book-debit. All applications for maps which are to be paid for by book-debit should, therefore, be sent direct to Calcutta.

14. The Surveyor General does not as a rule undertake to keep the negatives or plates of maps specially prepared for other departments. When, however, it is very desirable to keep them, the Surveyor General will arrange to do so, but there will be an extra charge of Rupees 10 for each negative or plate so stored, and the Surveyor General will not be responsible for any deterioration in the negative or plate.

SURVEYOR GENERAL'S OFFICE,
Simla, 9th May 1908.

S. G. BURRARD, *Bt.-Col., R.E.,*
Offg. Surveyor General of India.

Scale of Charges for Work executed at the Photographic and Lithographic Office, Survey of India.

Photographic and Photozincographic Work.

	42″×28″	30″×24″	24″×22″	22″×16″	20″×15″	15″×12″	12″×10″	10″×8″	8½″×6½″	6½″×4¾″	
Negatives and Prints—	*Rs. a.*	*Rs. a.*	*Rs. a.*	*Rs. a.*	*Rs. a.*	*Rs. a.*	*Rs. a.*	*Rs. a.*	*Rs a.*	*Rs. a.*	
Wet Collodion Negatives	20 0	12 8	8 8	6 0	5 8	5 0	4 8	4 0	.....	.....	Retouching and correcting negatives will be charged according to cost.
Collodion Emulsion Negatives	.....	18 12	12 12	9 0	8 4	7 8	6 12	5 0	.....	.....	
Dry Plate Negatives	.....	.....	.....	.....	.....	5 0	4 8	4 0	3 8	.....	
Silver Prints	.....	.....	.....	4 8	4 0	2 0	1 8	1 0	0 12	0 8	
Cyanotype Prints	.....	2 8	2 0	1 4	1 0	0 12	0 8	0 6	0 4	0 3	

	Double Imperial.	Double Elephant.	Imperial.	Foolscap.	
Heliozincography—	*Rs. a.*	*Rs. a.*	*Rs. a.*	*Rs. a.*	
Preparation of plate	7 0	5 0	4 0	3 0	Retouching and correcting plates will be charged according to cost.
Proving	7 0	5 0	4 0	3 0	If more than three proofs are required an extra charge will be made.
Vandyke Process—					
Preparation of plate	3 0	2 0	1 8	1 0	Proofs are not usually supplied for vandyke work.
Proving	5 0	4 0	3 0	2 0	

Photogravure and Process Work.

	Rs. a. p.		*Rs. a. p.*	
Photogravure ...	... 1 0 0 per square inch.	Minimum ...	... 25 0 0	Negatives and lettering charged extra. Copper-plates which are required to be kept will be charged for.
Half-tone Blocks on Copper ...	... 1 0 0 ,, ,, ,,	...	... 5 0 0	
Line Blocks on Zinc ...	... 0 10 0 ,, ,, ,,	...	... 5 0 0	

The rate for printing photogravure plates will be Rs. 8 per 100.

Half-tone or line blocks will be Rs. 4 for the first hundred and Re. 1 for each extra hundred.

Lithographic Work.

	Double Imperial.	Double Elephant.	Imperial.	Foolscap.	
	Rs. a.	*Rs. a.*	*Rs. a.*	*Rs. a.*	
Transfers to stone	7 0	5 0	4 0	3 0	No rules can be laid down for drawing lithographic work, but estimates can always be given when required.
Proving work on stone	7 0	5 0	4 0	3 0	

Printing.

Hand printing per 25 pulls	5 0	3 0	2 0	1 8	These prices are for printing in one colour only. For maps in more than one colour, the rates charged for each extra printing will be one rupee higher than those given in the table for each hundred of the first 1,000, and eight annas extra for each subsequent 100.
Machine printing first hundred	10 0	6 0	5 0	4 0	
Each subsequent hundred up to 1,000 ...	4 0	2 8	2 0	1 8	When work is of such a simple nature that it can be given to comparatively unskilled men, the rates for hand printing may be reduced to half those laid down in the table with a minimum of one rupee.
Each hundred over 1,000	3 0	2 0	1 8	1 0	

These prices do not include paper which will be charged at actual cost + 20 per cent.

INSTRUCTIONS FOR THE PREPARATION OF DRAWINGS.

Heliozincography.

1. Drawings for heliozincography should be made in Indian ink and may be on any kind of paper. Any black line drawing can be photographed but the quality of the reproduction depends directly on the quality of the original. In a good original every line should be quite black; it is a very common fault to find some lines black and some gray. Every line and name should have clean sharp edges if a good result is desired, but a rough drawing can be equally easily reproduced though with inferior results. The quality of the resulting map or plan is always much improved by photographing the original to a smaller scale.

Vandyke.

2. Drawings on thick paper can be vandyked with good results provided they are sufficiently well drawn. A thoroughly trained draftsman is however necessary for this and even then good results are not very easy to obtain.

3. Drawings for reproduction by the vandyke process should, therefore, be on thin paper, or on tracing paper or cloth. It is even more important for this process than for heliozincography that the drawings should be quite black. It is easily seen whether a drawing will vandyke well by holding it up against a strong light, every line should look black however finely drawn. It is important also that there be no erasures and no pasting on the map. In both cases a different exposure is required to that which would suit the body of the map. It is often better and cheaper in the end to reproduce maps which fail badly in these respects by heliozincography.

4. In preparing drawings for either process the great thing to remember is that—

"No colour should be used."

Maps can be reproduced in several colours by preparing tracings in black of the work which is to be in each colour. The tracings must be exactly of the same size and the corners of each tracing must be marked so as to show exactly how one tracing fits on the other. Each tracing is then vandyked or if necessary photographed to the same size, separate plates are prepared for each colour, and surprinted one on the other. Maps can be very successfully prepared by this method but great care is necessary in the preparation of the traces.

G.R.S. 26]

4 Copies

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G. M. File No. 29 of 1908-09.
Serial No. 2

Diary No. of letter replied to 109

No. G. 413-6

Encls 4 each

General and Revenue Secretariat
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To
(1) The Superintendent
Rev. Survey
(2) The Superintendent
Government Press
(3) The Secretary to Govt
P. W. D.
(4) The Officer in charge
of Archaeological
Researches in Mysore
thro the D. C. of Kolar Mysore

Date of issue 8-7-08

Signed by

Sir,

I am directed to forward for your information a copy of the revised instructions and rules for the execution of Litho or Photo work by the Map Publication office, Survey

over.

(1) make 4 copies of enclosure to Sl. (1).

SUBJECT.